



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Red Rock/Sloan Field Office
4701 N. Torrey Pines Drive
Las Vegas, Nevada 89130



In Reply Refer to:
(2930/LLNVS02000)

The Red Rock/Sloan Canyon Field Office Special Recreation Permit (SRP) Policy as follows:

1. **SRP preplanning.** First time SRP applicants are required to meet with an Outdoor Recreation Planner prior to submitting an application. This coordination meeting will ensure a complete SRP application is submitted and will avoid unnecessary time delays and costs. The coordination meeting should occur not less than 30 days before **the application** is due for submission. See information below.
2. **SRP application deadlines.** SRP applications will not be accepted earlier than one year nor later than 180 days prior to the proposed use, unless waived by the Outdoor Recreation Planner. The 180 day requirement may be waived if the proposed activity has current environmental analysis and clearances and if sufficient staff is available to process the application and monitor the proposed activity. Contact the Red Rock/Sloan Canyon Field Office if you are unsure your SRP application meets this requirement.
3. **Outright rejection of incomplete applications.** A complete SRP application contains:
 - a) The current Special Recreation Permit application typed or printed in ink and completely filled out,
 - b) A map produced using Global Positioning Systems with transferable compatible data to the BLM computer systems (*see # 7 SRP map requirements*), or a preapproved map,
 - c) Operating/Business Plan or other information the BLM requests,
 - d) Advance payment of estimated fees, due at the time the application is submitted.
4. **SRP Fees.** SRP fees must be paid in advance of the authorized use. **Commercial Use Fees** are 3% of gross revenue or the \$105 minimum annual fee, whichever is greater. **Competitive Use Fees** are \$5 per person per day, 3% of gross revenue, or the \$105 minimum annual fee, whichever is greater. **Organized Use Fees** are \$5 per person per day or the \$105 annual minimum, whichever is greater.
5. **Cost Recovery.** In addition to the fees in the National Recreation Fee Schedule, if the BLM needs more than 50 hours of staff time to process and monitor a SRP for commercial use in any one year, we may charge a fee for recovery of the processing costs. For competitive or organized group/event use, BLM may

charge a fee for recovery of costs to the agency of analysis and permit processing instead of the SRP fee if the BLM needs more than 50 hours of staff time in any one year, and we anticipate the permit fees on the fee schedule for that year will be less than the costs of processing the SRP. We will notify you in writing if you need to pay cost recovery before processing your SRP application. All work will cease on your SRP application until 80% of the required fees have been paid.

6. **Limitations on Cost Recovery.** Cost recovery charges will be limited to BLM's cost of issuing the permit, including necessary environmental documentation, on-site monitoring, and permit enforcement. All costs, direct and indirect, related to the processing, permitting, and monitoring of a single SRP are eligible for cost recovery. This includes BLM personnel time, printing materials, depreciation costs of vehicles, miscellaneous supplies and equipment used to process and/or monitor the SRP.
7. **SRP map requirements.** All SRP applications must include a map of the proposed route or event site. Submit SRP map(s) produced using Global Positioning Systems with transferable compatible data to the BLM computer systems. The data must be collected in UTM Zone 11 North NAD Conus 1983. This is the format of the shapefile when using the GPS. The BLM computer systems may be able to accept other datum such as NAD 27 or waypoints; however, this may delay processing your permit and will most likely require cost recovery. Non GPS maps are not accepted unless waived by an Authorized Officer. Once the SRP application map is submitted, no changes will be authorized unless initiated by the BLM to mitigate environmental degradation or comply with Federal, State and/or local regulations.
8. **Operating plan/Business plan.** SRP applicants are required to submit supplemental information related to the proposed activity. This information is a written explanation of the proposed activity and how you the permittee will manage the activity. Commercial use permittees may submit a business plan along with the application. This information will aid the BLM in making a decision regarding your SRP application. A well thought operating or business plan can reduce permit processing time and costs.
9. **Other licenses/permits.** The SRP applicant is required to provide copies of all related licenses and/or permits obtained for the proposed activity. This includes but is not limited to: Clark County Special Events Permit, Nevada Transportation Authority license, health permits, business license, written permission from private landowners, NDOT right-of-way permit, other agency permits/approvals, etc. The BLM will not authorize your use until all such related information is received no later than two weeks prior to the proposed activity.
10. **SRP Insurance.** All commercial and competitive applicants for SRPs, except vendors, must obtain a property damage, personal injury, and public liability insurance policy that BLM judges sufficient to protect the public and United States. Your policy must name the U.S. Department of Interior-Bureau of Land

Management as additionally insured and stipulate that you or your insurer will notify BLM 30 days in advance of termination or modification of the policy. A valid Insurance certificate with the proposed group/companies name which is the same as the applicant must be received a minimum 30 days prior to the event for the SRP to be valid. Should this insurance expire during the life of the permit, it is up to the permittee to provide updated insurance certificates 30 days prior to the expiration. All permitted activities will be stopped if the insurance is not updated.

We may also require vendors, and other applicants, such as organized groups, to obtain and submit such a policy. BLM may waive the insurance requirement if we find that the vending or group activity will not cause appreciable environmental degradation or risk to human health or safety. Please include the following statement on your insurance policy: ***“The Department of Interior-BLM is additionally insured.” The permittee is required to notify the department at least 30 days or more in advance of any changes, modifications, or cancellation of insurance.*** If this information is not on the insurance certificate, the application or permit may be suspended, or cancelled. The permittee is responsible for insuring the BLM has the most recent copy of insurance for the permitted activity. Failing to maintain current and/or adequate insurance is grounds for immediate suspension or termination of the permit.

11. **Minimal insurance requirements.** At a minimum, the permittee shall have in force public liability insurance covering: (1) Damage to property in the amount of thirty thousand dollars (\$30,000), (2) Damage per occurrence (persons, bodily injury or death) in the amount of (minimum) three hundred thousand (\$300,000); and (3) A minimum annual aggregate limit of six hundred thousand (\$600,000). The coverage shall extend to property damage, bodily injury, or death arising out of the permittee’s operations under the permit, including, but not limited to, the occupancy or use of the lands, structures, facilities, or equipment authorized by the permit. Liability coverage may differ depending on the type of the event. Please contact an Outdoor Recreation Planner to inquire about additional liability insurance requirements.
12. **SRP Stipulations.** Special Recreation Permit stipulations are specific responsibilities and conditions to meet management goals and objectives and to protect lands and resources and the public interest. The first sixteen General Terms are on the back of the SRP application, and supplemental stipulations are issued depending on the type of activity. The stipulations will be issued following the interdisciplinary review of the proposed activity. You must comply with all stipulations in your approved Special Recreation Permit.

“Terms and Conditions” are stipulations from the U.S. Fish and Wildlife Service relating to the Biological Opinion, to which all SRP activities must conform. The Terms and Conditions are issued with the SRP stipulations and list specific requirements the permittee must fulfill for to the activity to be approved and permitted. One such stipulation is to educate your clients/ participants about the Threatened Desert Tortoise and provide documentation stating that you have

provided this. A Desert Tortoise Acknowledgement form provided by the BLM is available.

Stipulations may also require the permittee to provide adequate restroom facilities, trash or waste collection, communication, and other health and safety resources for their clients and/or the general public.

13. **Reporting:** BLM may require you to submit an end of event, monthly, quarterly, or annual post-use report to verify your charges. You must include the gross amount of all sales, donations, and value of anything of value rendered for your services. Your actual fees will be calculated depending on if you are considered an organized group, competitive, or commercial group, whether you utilize the Special Area in the conservation area, and if you are subject to a site or exclusive site fee.

You must also submit any other required paperwork with your post-use reports such as, Desert Tortoise Acknowledgement forms, certificates for weed-free hay, guide lists, and any other required documentation. Failure to provide these documents can jeopardize your permit validity or renewal.

14. **Bonding.** BLM may require you to submit a payment bond, cash or surety deposit, or other financial guarantee in an amount sufficient to cover your fees or defray the costs of restoration and rehabilitation of the lands affected by the permitted use. BLM will return the bonds and financial guarantees when you have complied with all permit stipulations. BLM may waive the bonding requirement if we find that your activity will not cause appreciable environmental degradation or risk to human health and safety.

15. **Multi-year SRP.** The BLM will encourage multi-year permits for a previously approved permit if the following conditions are met: a) the purpose of the permit remains unchanged, b) the approved activity site or route does not change, c) the logistical support remains unchanged, d) environmental conditions do not change significantly, e) activity remains consistent with land use plans, federal, state, local laws and regulations, f) the previous years' permitted activity complied with the permit stipulations, g) the permittee is in good standing on all other permits, not just the Red Rock Field Office, and h) other conditions the BLM determines appropriate (ex. customer service reports, field checks, land disposal, congressional designations, etc.). The BLM will make determinations on a case-by-case basis. Approval of a multi-year permit remains at the sole discretion of the BLM, and will be utilized when appropriate.

16. **Expedited SRP process.** The BLM will continue to seek methods for increasing efficiency and reducing consumptive impacts to the government and the permittee. As technology progresses the BLM will consider adopting

processes to expedite the SRP process, while maintaining conformance with laws and regulations. It is not proposed to short-cut any process steps nor circumvent any required review time for SRP proposals.

17. **Application Materials** You may find your BLM application available on-line at:

<https://www.blm.gov/FormsCentral/>

More information about the permitting process can also be found at:

H-2930-1 Recreation Permit Administration handbook-

[http://www.blm.gov/wo/st/en/info/regulations/Instruction Memos and Bulletins/blm handbooks.html](http://www.blm.gov/wo/st/en/info/regulations/Instruction_Memos_and_Bulletins/blm_handbooks.html)